

SPRING CITY BOROUGH COUNCIL MEETING  
APRIL 6, 2021

**CALL TO ORDER**

President Shaner called the meeting to order and lead the pledge of allegiance to the Flag.

**ATTENDANCE**

Council members Bauman, Brown, Burns, Miskiewicz, Shaner and Sweeney were present, along with Mayor Dona Kern, Solicitor Matthew Hovey, Borough Manager Dennis Rittenhouse, and Assistant Borough Manager Kisha Tyler.

**APPROVAL OF THE MARCH 1, 2021 COUNCIL MEETING MINUTES**

Motion made by Mr. Burns to approve the March 1, 2021 minutes; the motion seconded by Mr. Shaner. All in favor, motion carried.

**MAYOR**

Mayor Kern participated in a Zoom meeting with other Spring-Ford municipalities and the school board to keep everyone updated on events. She penned an appreciation letter and sent flowers to retired employee Mary Beth DePaoli thanking her for 23 years of service as the borough secretary. The Easter Egg Hunt was a success. Bells Across Pennsylvania set Sunday, May 2nd at 7:00 pm as the bell toll honoring frontline workers. The community, the churches, the fire house, etc. are asked to ring bells (or make noise) for 3 minutes in honor of our frontline heroes. Borough residents were encouraged to continue wearing masks, to practice social distancing and to consider getting the Covid-19 vaccination.

**COMMITTEE REPORTS**

**Streets and Utilities:** 86.2 tons of refuse was transported to the landfill; 27 bulk items were picked up; 9.2 tons of yard waste was collected curbside. The streets department employees built and installed additional shelving for borough storage; a handicap parking permit sign was installed at 331 S. Main Street; inlets were cleared after rain events; and potholes were patched on various streets. Snow plowing and winter maintenance totaled \$31,795.91. Street sweeping is scheduled for April 14th and April 16th. "No Parking" signs will be posted.

A new power cable was installed on the plow pump of the plow used on the 1995 GMC dump truck. Repairs were made on the edge of the plow used on the 2011 Ford F550. A leak was repaired on the PTO pressure switch on the 2011 Ford F550. The bumper on the 2018 Chevy dump truck was repaired and the truck will be back in service April 7th.

**Sanitation and Surface Water:** The monthly flow for March was 580,000 gallons per day, with the maximum flow of 1,301,000 gallons occurring on March 3rd. Kappe Associates performed the semi-annual maintenance on the UV system, which included changing the lamp banks, greasing, cleaning, refilling the wiper canisters, and replacing the HMI screen. All plant operations are satisfactory, and we are meeting the testing permit parameters.



Plant operator, Steve Fegan investigated complaints for possible line blockage problems on Cedar and New Streets in March. The investigation determined that the Borough's main line was open and that the problems were occurring due to blockages in the homeowner's lateral.

**Police:** 151 total calls in March for various police matters/incidents (the full report is on file). Miles patrolled: Unit 1401 (2019 Charger) 1,560 Unit 1402 (2020 Durango) 507

**Police Committee:** The committee met on March 18, 2021. Council member Miskiewicz has joined the committee. Topics discussed were a mirror at the intersection of Bridge and Church Streets, covid response protocols, snow emergency procedures for towing vehicles, a cross-traffic warning sign on the Pikeland Avenue stop sign post, and the police manual update. The 2020 Durango is currently in use unlettered because the other police vehicle needs repairs.

**Finance and Ordinance:** The committee met via Zoom on March 24, 2021 and briefly discussed the parking lot project and updating the Comprehensive Plan.

**Zoning, Housing and Property:** 11 permits were issued in March; total fees collected = \$2,373.50; estimated constructions costs = \$87,500.00

**Park and Recreation:** The committee met via Zoom on March 18, 2021 and discussed the upcoming community events. The Easter Egg Hunt was held March 27th with 180+ children registered. Daniel Sweeney (Easter Bunny), the Mayor, councilmembers, committee members, the business association, and the volunteers were thanked for their help with making the event a huge success. The borough-wide yard sale is May 22nd and Community Day is June 5th.

**Financial Reports:** Posted.

### **APPROVAL OF THE REPORTS**

Motion made by Mr. Sweeney to approve the reports as submitted; motion seconded by Mr. Bauman. All in favor, motion carried. All reports are on file at Borough Hall.

### **UNFINISHED BUSINESS**

#### **1. Construction Easement for MS4 Stream Restoration at Yost Creek.**

Documents were sent to the property owner electronically but there has been no response. A temporary construction easement is needed to do the work as well as a permanent easement for future access as needed. The project must be completed by June 30, 2021 or an extension must be filed with PA DEP. Time is of the essence, so Mr. Hovey sought a dual motion to cover successful and unsuccessful scenarios to obtaining the easement.

Motion made by Mr. Sweeney authorizing the preparation and advertisement of a solicitation for bids for the Yost creek restoration project, or in the alternative, the advertisement of an Ordinance pursuant to Section 1502.1 of the Borough Code should the property owner not grant a timely and appropriate easement; the motion was seconded by Mr. Bauman. All in favor, motion carried.



**2. CRP Grant for the Main Street and Yost Avenue Public Paring Improvements Project**

Project consultant Drew Sonntag advised council that he met with several companies to evaluate the culvert issue and is awaiting proposals. He also advised council of a grant opportunity through PA DCED's greenways, trails, and recreation program for improvements to the residual area along Main Street that is planned as a community gathering space. The grant is only a 15% match, and 10% of the match can be used for design and engineering. The application deadline is May 31, 2021 and will be awarded in mid-July.

Motion made by Mr. Sweeney authorizing submission of the PA DCED grant application by the Borough; the motion seconded by Mr. Brown. All in favor, motion carried.

Mayor Kern mentioned that the owner of the building next to the site offered his building for a mural. Mr. Hovey dissuaded the council from getting involved with murals on private property.

**3. Villages at Spring Hill Land Development**

Mr. Hovey advised council that the land development agreement and the financial security agreement are being finalized. Once the documents are fully executed and the Bond is posted, Lennar is anticipating a summer start. The \$100,000 committed to the Borough will be paid by the developer upon start of construction.

**4. Hunsberger Tract Land Development**

Mr. Hovey advised council that this Lennar project is being developed independent of the Latshaw tract (Villages at Spring Hill) and is moving at a slower pace. The developer is awaiting other agency approvals before they can move forward.

**NEW BUSINESS**

**1. Odd Fellows Lease Agreement to Operate the Spring City Pool**

Mr. Rittenhouse stated that the lease is not being terminated - the organization has opted not to renew operating the pool for 2021. Sue Grumblatt further explained that they wish to forgo this season to save money for operation of the pool in 2022.

**2. Authorization to Advertise Sale of the 2015 Dodge Charger Police Cruiser on MuniBid**

Motion made by Mr. Sweeney authorizing advertisement of the 2015 Dodge Charger for sale on MuniBid; the motion seconded by Mr. Burns. All in favor, motion carried.

**READING OF THE PAYMENT OF THE BILLS**

**General Account: (Office)** AT&T \$129.46; 118.66; PECO \$515.09; Flexible Benefits Plans Inc. \$889.28; H.A. Berkheimer Inc. \$670.02; Verizon \$196.56; ADS \$2,078.93; Cigna \$2,227.17; Provident \$23.90; Staples \$287.66; PAW \$24.52; Wolf Baldwin & Associates \$1,307.00; **Total \$8,349.56.** **(Streets)** PECO \$283.06; Flexible Benefits Plans Inc. \$3,379.95; Limerick Hardware \$275.91; Chester County SWA \$6,655.37; Henkels & McCoy Inc. \$5,423.06; Eagle Disposal



\$5,549.44; A.J. Blosenski Inc. \$7,903.25; H.A. Weigand Inc. \$192.00; Airgas USA \$244.43; William Fryer \$381.20; Provident \$33.50; T.P. Trailers Inc. \$1,018.59; WEX Fleet \$435.38; CDI Lawn Equipment \$335.32; **Total \$33,110.46. (Police)** AT&T \$270.86; deCordre Automotive \$1,024.00; Flexible Benefits Plans Inc. \$5,186.80; Apex Compu Corp. \$293.66; Verizon \$345.96; Borough of Pottstown \$100.00; Daywalt's Animal Control \$750.00; PAW \$610.38; Trafoteria Inc. \$343.12; Witmer Public Safety Group \$127.99; Provident \$18.05; WEX Fleet \$663.72; Wolf Baldwin & Associates \$896.00; **Total \$10,631.24.**

**Sewer Account:** PECO \$5,715.35; Flexible Benefits Plans Inc. \$2,500.02; Verizon \$231.18; M.J. Reider Associates \$1,162.00; Franc Environmental \$2,024.00; Crystal Springs \$8.99; J.C. Ehrlich \$66.00; Provident \$26.30; EEMA \$3,713.20; WEX Fleet \$45.49; Pipe Data View \$1,225.00; PAW \$95.82; A.J. Blosenski Inc. \$525.00; Kappe Associates Inc. \$661.20; **Total \$18,637.53**

**Street Light Fund:** PECO \$5,429.12; **Total \$5,429.12**

**Park and Recreation Fund:** PECO \$197.52; **Total \$197.52**

**Building and Property Fund:** Lenni Electric Corp. \$1,444.22; Crystal Springs \$26.69; Tague Lumber \$438.34; Thomas R. Slaymaker \$312.70; **Total \$2,221.95**

**Planning, Zoning and Housing Fund:** FEMA \$160.00; Motley Associates Inc. \$5,771.18; Wolf, Baldwin & Associates \$2,030.00; **Total \$7,961.18**

**CRP Consulting Fund:** URDC \$2,640.00; **Total \$2,640.00**

Motion made by Mr. Burns to accept the bills paid as submitted; the motion was seconded by Mr. Bauman. All in favor, motion carried.

#### **ANNOUNCEMENTS**

Mr. Shaner announced the following meetings: **Sewer Committee** 04-08-2021 at 6:30 pm; **Park and Recreation Committee** 04-15-2021 at 6:00 pm; **Police Committee** 04-15-2021 at 6:30 pm; **Planning Commission** 04-21-2021 at 6:30 pm; **Finance and Ordinance Committee** 04-28-2021 at 6:30 pm. The next **Borough Council** meeting is 05-03-2021 at 7:00 pm.

#### **ADJOURNMENT**

There being no further business, a motion was made by Mr. Sweeney to adjourn the meeting; the motion was seconded by Mr. Bauman. All in favor, the meeting was adjourned.

*Respectfully submitted by*

*Kisha Tyler, Assistant Borough Manager*



**FINANCIAL REPORT FOR THE MONTH OF**  
**MARCH 2021**

The following figures represent the balance in each Department as appropriated in the 2021 Budget.

<u><b>GENERAL GOVERNMENT</b></u>		<u><b>% UNSPENT</b></u>
General Government	\$152,895.35	72%
Protection to Persons and Property	\$359,738.45	74%
Planning, Zoning and Housing	\$233,341.58	96%
Streets and Highways	\$386,677.51	74%
Street Repaving	\$262,746.00	100%
Parks and Recreation	\$ 33,239.05	99%
Insurance	\$ 64,481.00	87%
Street Lighting	\$ 36,870.19	72%
Library	\$ 15,000.00	100%
Liberty Fire Company	\$ 30,000.00	100%
Association Dues and Expenses	\$ 2,100.00	100%
Building and Property	\$ 46,082.05	92%
1% Tax Collection	\$ 3,805.20	76%
OPT Tax Collection	\$ 246.23	98%
Workers' Compensation	\$ 32,687.00	95%
Engineering and Consulting	\$ 29,664.00	86%
CRP Grant Consulting	\$156,385.00	95%
CRP Grant	\$750,000.00	100%
Comprehensive Plan	\$ 60,000.00	100%
MS4 Project	\$1,050,000.00	100%
<u><b>SEWER ACCOUNT</b></u>	\$715,492.53	87%

This report reflects all wages and bills paid through March 31, 2021.



# Tax Collector's Monthly Report to Taxing District

3/2021

Taxes Included: **SPRING CITY BOROUGH TAX / BOROUGH PER CAPITA / OCCUPATION TAX**

For The Month of : **2/24/2021 00:00:00** To **3/29/2021 23:59:59**

	Municipal/County			School			Per Capita	Others	Totals
A. Collections	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable -Beginning of the Month	\$570,794.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,540.00	\$16,351.25	\$599,685.93
2A. Additions: During the Month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$6.25	\$11.25
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$570,794.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,545.00	\$16,357.50	\$599,697.18
4. Less: Face Collections for the month	\$418,075.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,580.00	\$2,972.50	\$423,628.12
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	\$192.50	\$332.50
6. Less: Exoneration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable -End of the Month	\$152,719.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,825.00	\$13,192.50	\$175,736.56
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$418,075.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,580.00	\$2,972.50	\$423,628.12
10. Plus: Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Less: Discounts	\$8,353.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51.40	\$60.15	\$8,464.86
12.Total Cash Collected Per Column	\$409,722.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,528.60	\$2,912.35	
13.Total Cash Collected All Columns									\$415,163.26



C. Payments or Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
02/25/2021		\$22,214.21
02/26/2021		\$1,628.92
03/01/2021		\$11,137.00
03/03/2021		\$9,014.52
03/04/2021		\$5,543.25
03/10/2021		\$23,265.37
03/17/2021		\$222,297.44
03/18/2021		\$12,428.50
03/20/2021		\$53,278.71
03/25/2021		\$54,361.69
		TOTAL \$415,169.61

15. Amount Paid with this report Applicable to this reporting Month

TOTAL

16. Total Remitted this Month

TOTAL

\$415,169.61

17. Total Other Credits and Adjustments

Parcel #	Name	Amount
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18. Interest Earnings (If applicable) \$

Taxing District Use (Optional)	
Carryover from Previous Month	
Amount Collected this Month	
Less Amount Paid This Month	
Ending Balance	

3/29/21

Tax Collector

Date

I Verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district)

Title: MANAGER

Date: 4/6/21



# MTS Collection Summary

	Current Tax	Interim Tax	
Face Amount	\$423,628.12	\$0.00	
Discount Amount	\$8,464.86	\$0.00	
Penalties Amount	\$0.00	\$0.00	
Refunds Payments Collected to be returned	\$0.00	\$0.00	
Exoneration Refunds (for payments made on previous monthly reports, not part of any calculations)			\$0.00
Total Over/Under Paid	\$6.35	\$0.00	
Total Deposit (Including Refunds)			\$415,163.26
Adjusted Total Cash Collected			\$415,169.61
Bounced Checks - Deposits Reversed by Bank for insufficient funding			\$0.00

Collection Statistics	Face Current	Disc/Pen Cui	Face Interim	Disc/Pen Int	Face Total	Disc/Pen Total	Total
Face Amount Collected in Discount	\$423,202.41	\$8,464.86	\$0.00	\$0.00	\$423,202.41	\$8,464.86	\$414,737.55
Face Amount Collected in Face	\$425.71		\$0.00		\$425.71		\$425.71
Face Amount Collected in Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Commission	Municipal/County		School			Per Capita	Others
	Current	Interim	Current	Interim	Interim/Other		
12.Total Cash Collected Per Column	\$ 409,722.31	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,528.60	
Commission Rate							
Monthly Commission per column							



The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business March 31, 2021

**GENERAL FUND**

**General Fund Receipts**

Berkheimer Associates E.I.T.	\$ 64,823.36
Trash Collection Fees	\$ 41,548.32
Accident Reports	\$ 45.00
Bulk Pickups	\$ 935.00
Building Permits	\$ 2,317.50
Berkheimer OPT	\$ 215.35
Realty Transfer Tax	\$ 2,942.45
Local Fines	\$ 241.60
County Fines	\$ 126.31
Insurance Refunds	\$ 6,557.62
U&O Inspections	\$ 700.00
Trash Certs	\$ 90.00
Dumpster Permits	\$ 150.00
Taxes	\$431,006.63
Parking Tickets	\$ 455.00
HHW Rebate	\$ 461.20
Liens – Attorney Fees	\$ 500.00
Liens – Costs	\$ 12.50
Liens – Penalty	\$ 53.63
Liens – Interest	<u>\$ 131.78</u>

Total Deposits to General Fund \$553,313.25

**Withdrawals:**

By Orders #30141 – 30175  
#15582 – 15626 \$138,254.03

Intra Fund Transfer \$350,000.00

**Balance on Account – Checking \$ 98,071.86**



The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business March 31, 2021

**SEWER FUND**

**Sewer Receipts**

Sewer Rents	\$147,434.83
Sewer Certs	\$ 110.00
Liens – Costs	\$ 23.50
Liens – Penalty	\$ 53.62
Liens – Interest	\$ 527.14

Total Deposits	\$148,138.09
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**Withdrawals:**

By Orders #8741 – 8760	
#22286 – 22296	\$ 41,523.68

Intra Fund Transfer	<u>\$250,000.00</u>
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Balance on Account	\$45,933.82
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Respectfully submitted,

Dennis Rittenhouse